

Inverbrothock Out of School Care Club

Charity Number: SC030097

Secure door policy

At Inverbrothock out of school club we operate a secure door policy. We operate this policy to protect all service users and staff from intruders.

Within this policy we aim to keep everyone using or working in our service safe.

- Our main door is a fire exit door that locks when closed. This door always remains closed when the club is in operation.
- Only members of staff who are sure of all parents are authorised to let these parents into the club.
- If there is anyone at the door that staff do not know then they are to keep the door closed and alert the manager straight away.
- If the manager does not know who is at the door, they will exit the premises to find out the identity of the person who is at the door and what purpose they are there for.
- If staff or manager feel that the person who has come to the door has no purpose for being there, then the police are to be contacted immediately by phoning 999.
- When we play outside, we must leave our door open as we cannot get back into the premises. All exits are closed that lead into the playground. there is only one entry point for parents to access the club and this is clearly visible to staff when we are playing outside. If anyone suspicious enters the playground the children are immediately taken back inside, and the door is closed.
- Any visitors to the club are asked on arrival to show a badge confirming who they are and what the purpose is at the club. All visitors are required to sign in our visitors' book upon arrival and sign out when leaving.

The above policy is approved and hereby adopted by the IOOSCC Committee.
Updated July 2025.